

CONFIDENTIAL

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 18 November 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 45, 11 - 17 November 1958

1. Discussion of New Mailing Procedures. On 7 November 1958, [] Clerical Orientation instructor, called on [] of the Management staff to discuss the new procedures related to the preparation and handling of mail between offices in the Agency. These will be included in the Orientation lecture on Agency Mailing Procedures.

25X

2. TV Shorthand Training. [] met with [] Chief, Special Projects Area of the Western World Branch, FDD, on 13 November for the purpose of discussing the televised shorthand training program which is offered once a week on Channel 9. [] has been taking this course since September of this year.

25X

25X

3. Numbers in Clerical Induction Training. During the week of 10 November 1958, there were 48 people in Clerical Induction Training. Of these, 13 were entering for the first time.

4. Numbers in Clerical Orientation Training. There were 40 people in Clerical Orientation for the week of 10 November 1958. This total practically triples the number we had in COT Training at this time last year when peakloads had ended by the last of October.

Going down. 13 this week.

5. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-the-job Agency employees on 17 November 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	18	2
Typewriting	7	3

6. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 10 November 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	6	1
Typewriting	9	4

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7. Clerical Refresher Training Program 83 completed on 14 November 1958. Clerical Refresher Training 83 ended on 14 November 1958 with students enrolled from the following Agency components: DDP 10; DDI 14; DDS 15. The total number of students was 39.

Personnel Notes:

1. Instructor Transfers. [] Instructor, Clerical Induction Training, transferred from the Office of Training to the Photo Intelligence Center on 17 November 1958. []

[] who served as secretary in the JOT office, has taken [] place in Clerical Training.

2. Instructor Returns to Part-time Duty. [] has returned to Clerical Training for half-days. The Clerical Orientation schedule is being designed so that she can participate on that program in the mornings.

← Pale, tires fast, but definitely getting well. Has made her mind up to stay in DC for a while longer, and is looking for a woman to share her house.

Note for MB: your letter was timely, and very much appreciated.

Teaches one class/day this week.
more next week.
I think she will be all right.

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